FORM MW3·M RECONCILIATION OF MONTHLY TAX WITHHELD FOR CITY OF TIFFIN INCOME TAX DEPARTMENT TAXYEAR P.O. BOX 518, TIFFIN, OH 44883 MUST BE RETURNED WITH W-2'S BY END OF FEBRUARY PHONE (419) 448-5405 www.tiffinohio.gov 1. Number of W-2's attached 8. January 14. July 9. February 15. August Number of employees working in Tiffin at year end 10. March 16. September 3. Total payroll for the year 11. April 17. October 4. Less payroll not subject to tax 12. May 18. November Attach explanation 13. June 19. December 5. Payroll subject to tax 20. Total remitted for year 6. Withholding tax liability at Add Lines 8 through 19 1.75% of Line 5 21. Amount due or overpaid 7. Total Tiffin tax withheld per W-2's Difference between Lines 6 and 20* **EMPLOYER NAME AND ADDRESS** Non-resident Employers: Do you withhold Tax as a courtesy or because the employee(s) Account# work(s) in the City of Tiffin? ____ Courtesy ____ Works in Tiffin Email _____ Phone *Refunds are NOT automatically issued. If refund of overpayment is requested, please attach explanation. If additional tax is due, enclose payment with return. I hereby certify that the information and statements contained herein are true and correct. Signed By _____ Print Name

Owner, Partner, Member, President, Treasurer

GENERAL INFORMATION

Official Title

On or before the last day of February of each year, each employer must file a withholding reconciliation on the City of Tiffin Form MW3-M. Copies of all W-2 forms applicable to the reconciliation must be attached. All W-2's must furnish the name, address, social security number, gross wages, city tax withheld, name of city for which tax was withheld, and any other compensation paid to the individual. If copies of the W-2 forms are not available, each employer must provide a listing of all employees subject to Tiffin tax. The listing shall require the same type of information as is required on the W-2 form.

Any individual(s) or business entity compensating individuals on a commission or contract labor basis must furnish copies of the 1099 or appropriate earning statement on or before the last day of February of each year. All 1099's or earnings statements shall require the same type of information as is required on the W-2 forms as stated above.

SPECIFIC FILING INFORMATION

The front of the Form MW3-M must show a breakdown of all withholding payments made monthly in the boxes provided. Lines 1-7 must be completed. The total tax paid should be equal to 1.75% of Line 5. The completed MW3-M form and all attachments must be submitted to the City of Tiffin Income Tax Department, P.O. Box 518, Tiffin, OH44883 on or before the last day of February of each year. Any questions in completing the Form MW3-M should be referred to the Income Tax Department at (419) 448-5405.